

EXTENT OF PARTICIPATION BY CAREER SERVICE BOARDS
IN THE REVIEW OF PROMOTION RECOMMENDATIONS

1. DD/P AREA

- a. The PP, FI, PM and TSS Career Service Boards, as appropriate, review all recommendations for promotions of professional personnel. Recommendations for promotions to grade GS-13 and above receive an additional review by the DD/P Career Service Board.
- b. Promotions of clerical personnel are not reviewed by Career Service Boards in the Senior Staffs but are reviewed by a Clerical Board which has been established as an adjunct to the DD/P Career Service Board.
- c. In addition, some of the DD/P Area Divisions have boards or panels which consider promotion recommendations prior to their review by Career Service Boards in the DD/P area.

2. DD/I AREA

- a. The DU/I, OCD and OO Career Service Boards do not participate in the review of promotion recommendations.
- b. The ONE Career Service Board reviews all recommendations for promotions of professional personnel.
- c. The OCI and CSI Career Service Boards review all recommendations for promotions to grade GS-12 and above. In OSI a separate Promotion Board has been established to advise the Deputy Assistant Director (Scientific Intelligence) concerning all promotions to grade GS-11 and below.
- d. The ORR Career Service Board reviews recommendations for the promotion of clerical personnel to grade GS-5 and above and all promotions involving an individual's change from the clerical category to the professional category. This Board also reviews all promotions to grades GS-14 and GS-15, except those to positions on the staff of the Assistant Director (Research and Reports).

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3. DD/A AREA

- a. The DD/A and Medical Career Service Boards review all promotion recommendations.
- b. The Security, Personnel, and Comptroller Career Service Boards review specific promotion recommendations as requested by the heads of these components.
- c. The Logistics Career Service Board reviews recommendations for promotions to grade GS-8 and above.
- d. The General Services Career Service Board reviews recommendations for promotions to grade GS-12 and above.

4. OFFICE OF COMMUNICATIONS

The Office of Communications Career Service Board reviews all promotion recommendations.

5. OFFICE OF TRAINING

The Office of Training Career Service Board reviews recommendations for promotion to grade GS-5 and above. In addition, some major components within the Office of Training have established panels which consider promotion recommendations prior to their review by the Career Service Board.

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**TIME-IN-GRADE CRITERIA CURRENTLY BEING APPLIED IN THE REVIEW OF
PROOTION RECOMMENDATIONS IN VARIOUS COMPONENTS OF THE AGENCY
(Time-In-Grade Expressed in Terms of Months)**

GRADE	ORGANIZATIONAL COMPONENT																											
	D			D*			E			F*			P*			T*			S*			C			S*			
	D	D*	O*	D	D*	C	D	D*	E	D	E*	I	P	S	M	P	S	M	A	S	P	G	S	C	E	M	N	O
GS- 1 to 2	3	3	-	6	3	6	3	3	3	3	3	3	3	3	3	3	3	3	3	6	-	6	3	-	6	-	6	
GS- 2 to 3	3	3	3	6	3	6	3	3	3	3	3	3	3	3	3	3	3	3	3	6	-	6	3	-	6	-	6	
GS- 3 to 4	3	3	3	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	3	3	6	6	6	
GS- 4 to 5	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
GS- 5 to 6	6	6	6	7	6	6	6	9	3	3	3	3	3	3	3	3	3	3	6	6	6	6	6	6	6	9	6	
GS- 5 to 7	6	6	6	7	12	9	6	9	3	3	3	3	3	3	3	3	3	3	6	6	6	6	6	6	6	9	6	
GS- 6 to 7	9	9	9	7	-	6	6	9	7	9	7	9	7	9	7	9	7	9	7	9	7	9	7	9	7	9	6	
GS- 7 to 8	9	9	9	9	9	9	9	12	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	
GS- 7 to 9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	
GS- 8 to 9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	
GS- 9 to 10	9	12	9	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	9	12	
GS- 9 to 11	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	
GS- 10 to 11	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	
GS- 11 to 12	12	15	15	12	15	12	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
GS- 12 to 13	12	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
GS- 13 to 14	12	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
GS- 14 to 15	15	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24

NOTE: While all of the time-in-grade requirements shown are guides to current practices in the Components indicated (with individual exceptions as justified), only those marked with an asterisk (*) have been formalized in published form.

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